

SETO Peer Review Tool Reviewer Training Webinar

March 2020















The BCS Peer Review Tool is a password protected online review platform

http://www.solarreview.govtools.us

Peer Review Tool Log-in



Solar Energy Technologies Office 2020 PEER REVIEW

To log-in, enter email and assigned password

If you forgot your password, contact Jeff Hood

202-410-9200 ext. 358

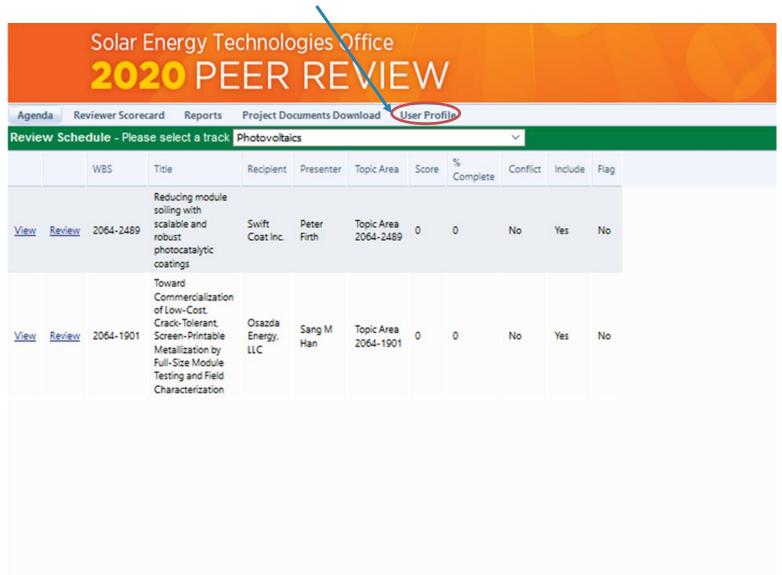
jhood@bcs-hq.com



User Profile



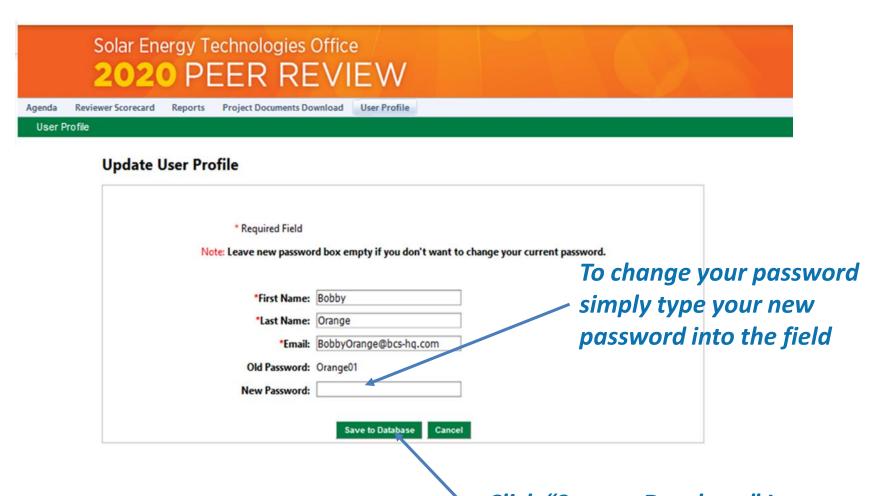
Select the "User Profile" tab to change your password to the tool.



Change Password



You have been assigned an individual password for the tool.

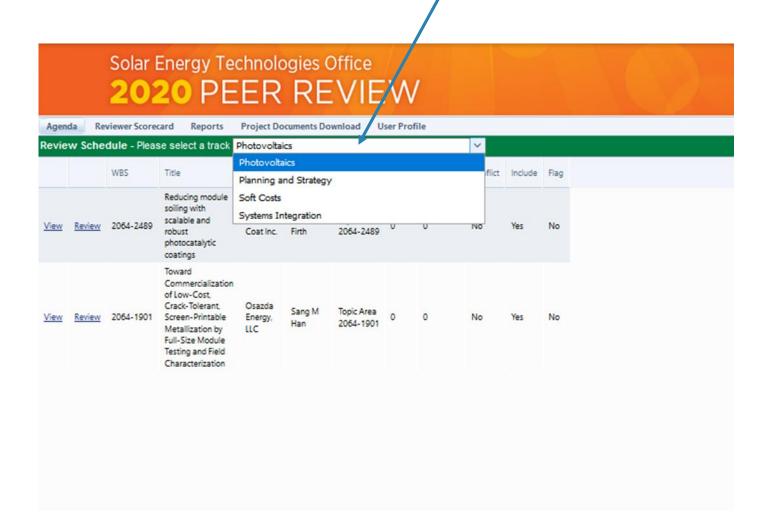


Click "Save to Database" Icon to save new password

User Profile



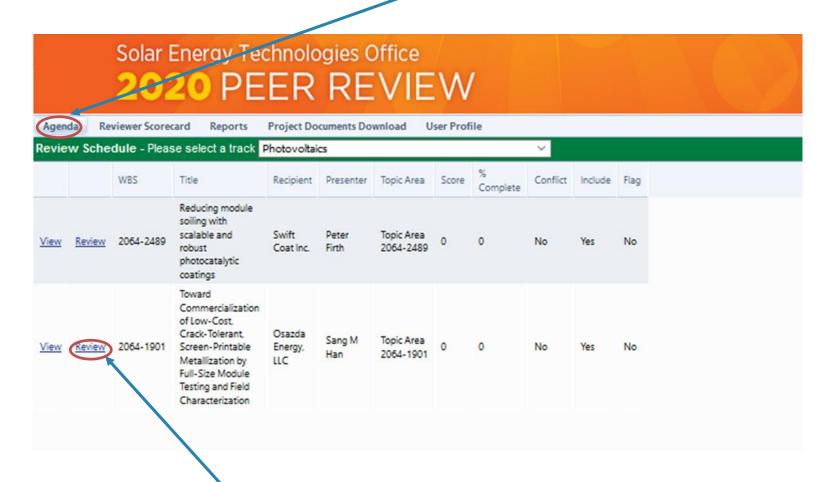
Select the "Panel" dropdown menu to navigate to the appropriate panel to review.



AMO Peer Review Tool Agenda Page



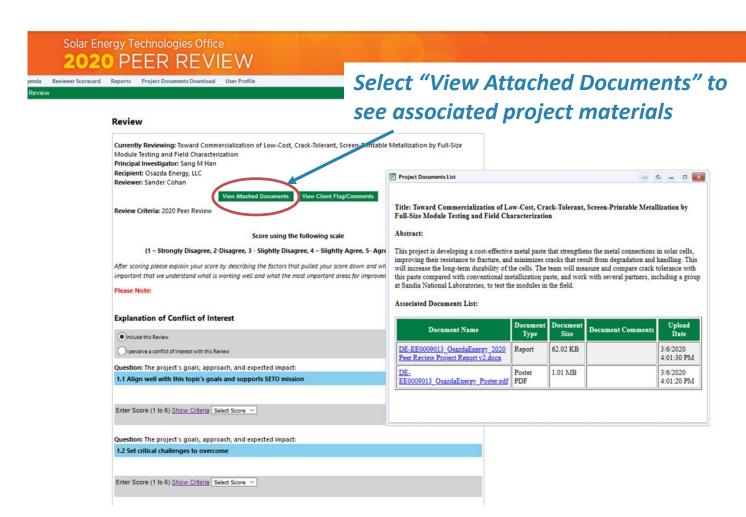
The Peer Review Tool landing page is the "Agenda" tab; it includes Project Title, Recipient, Presenter, and Score.



Reviewers select "Review" for each assigned project on the Agenda tab to record scores and comments.

Review – Top of Page



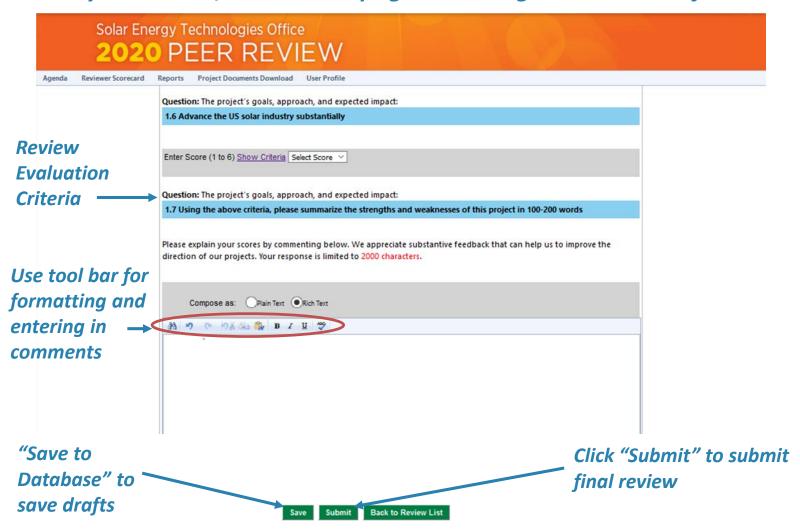


Reviewers will have the ability to add non-scored reviewer notes, report a potential COI, read presentations and abstracts submitted by the project, and review the review criteria

Review – Entering in Score & Comments

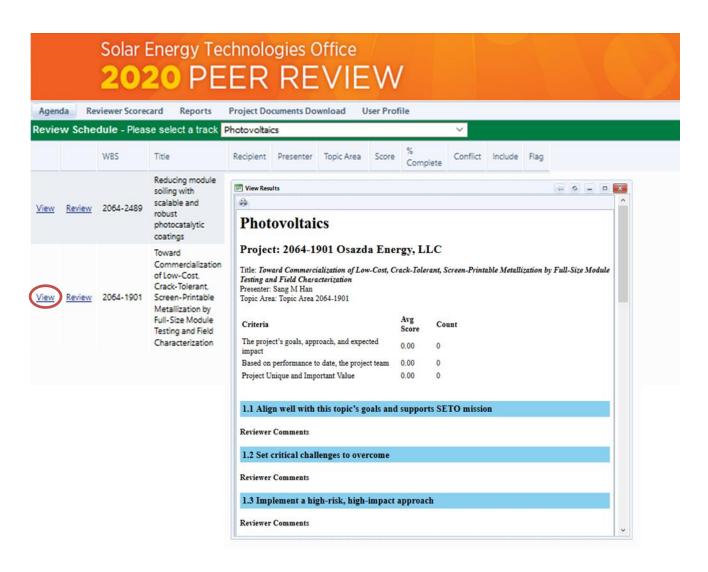


To enter your review, scroll down page to scoring and comment fields



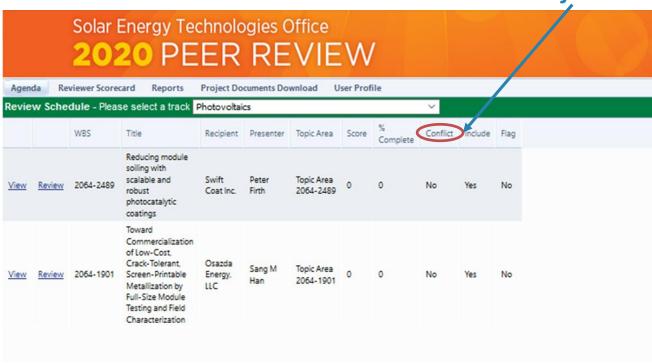


Clicking "View" from the agenda page enables the reviewer to see the comments.





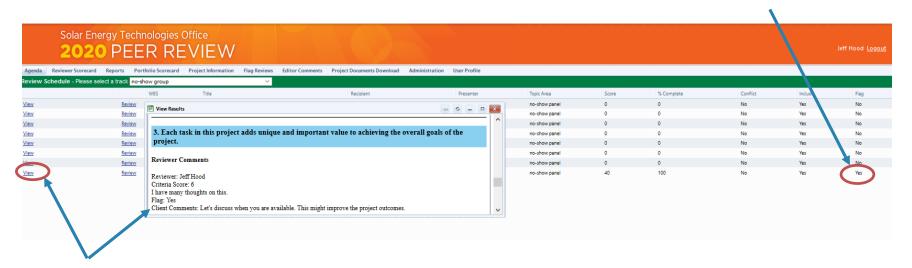
If a reviewer has flagged a project for a potential COI it will be indicated under the "Conflict" column



Flagged Comment



If DOE flags a comment for discussion with a reviewer, it will state "yes" under the "Flag" column



If 'yes' is indicated, to see DOE's Response:

- 1. Select "view" from the agenda page for the project that has been flagged
- 2. Scroll down in the pop-up until you get to "Client Comments"



If you have any questions or need support before, during and after the review please contact:

Jeff Hood

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